

Postal Bulletin

The *Postal Bulletin* is the official record of changes in postal policies and procedures and vehicle for time-sensitive instructions and advance notice of changes in other directives. It is published biweekly and is effective for 1 year unless otherwise specified.

Postal Bulletin articles originate from Headquarters departments and are cleared and approved according to Management Instruction (MI) AS-310-96-3, *Management of Policy and Procedure Information — Paper and On-Line*. Field offices wishing to publish an article in the *Postal Bulletin* should contact their Headquarters vice president or designated representative.

Distribution and Ordering Instructions

Postal Employees

Every postal facility receives the *Postal Bulletin* at no charge. Post offices receive the *Postal Bulletin* directly from the Government Printing Office (GPO) with a label that begins with "P00." Classified stations, branches, and contract stations do not receive their Postal Bulletins from GPO. Instead, the *Postal Bulletin* is mailed (or pouched) in a second distribution from their administrative post office. Classified stations, branches, and contract stations should contact that office for changes to their *Postal Bulletin* subscription.

To replace missing copies or obtain back issues (stocked for 1 year), facilities that receive the *Postal Bulletin* from the GPO should call MDC Customer Service at 800-332-0317. All other facilities should contact their administrative post offices.

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Publications,” and then “Postal Bulletin.” Issues are complete from January 1, 1995, including quarterly and annual indexes. The *Postal Bulletin* production schedule for the current year and an order form are also available.

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